

PROJECT MANUAL
DGS Project No.: SM-833-210-003
Brome Howard Dairy and Smoke House Restoration
At St. Mary's Historical Center

Project Location
18281 Rosecroft Rd; St. Mary's City, MD 20686

FOR THE
DEPARTMENT OF GENERAL SERVICES

Project Number: SM-833-210-003

This is A Small Business Reserved (SBR) Solicitation
PROJECT CLASSIFICATION – “A”

April 1, 2021
STATE OF MARYLAND

DEPARTMENT OF GENERAL SERVICES
Ellington E. Churchill Jr., Secretary
301 West Preston Street, Room 1405
Baltimore, MD 21201

BOARD OF PUBLIC WORKS
Larry Hogan, Governor
Peter Franchot, Comptroller
Nancy K. Kopp, Treasurer

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- The contractor shall repair and restore to its original condition any equipment, materials or surfaces, damaged as a result of their operations during this contract.
- The contractor shall be entirely responsible for any loss or damage to his/her own materials, supplies or equipment and to the personnel property of their employees while they are on State premises.
- The contractor shall be solely responsible for any damage to the building or its contents and for any loss or damage to any property belonging to the owner or the owner's employees when such loss or damage may be attributable to their actions or negligence or the actions of their employees.

5. Environmentally Hazardous Materials:

DGS will provide services to assess and the removal of any hazardous materials during renovation projects. Any work area involved with environmentally hazardous materials, other than those that has been addressed in the drawings and Hazmat report shall immediately be announced and notified to the Using Agency Representative, Contract Monitor or Construction Inspector. This notification shall also be in writing, setting forth any observations/suspensions and requesting instructions. At the same time, the contractor shall withdraw all of their personnel from the potentially contaminated area until the area has been certified as environmentally safe to work in.

6. Submittals:

- A. Submit manufacturer's data on all new materials and hardware, prior to ordering the new materials for DGS approval.
- B. Submittals shall include, but not limited to details for each item showing size, configuration and material.

7. Site Inspection:

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- A. This project is located at St. Mary's City Historical center and visitor center. It is very important that the contractor follows all requirement, regulation and limitation set by the Historic St. Mary's personnel. All additional extra care must be considered for this project.
- B. All prospective bidders are encouraged to attend the pre-bid conference and familiarize themselves with all requirements for the project. All dimensions and information given are approximate and provided to potentially assist the contractor and are not intended to define the project. The contractor should visit the jobsite to familiarize himself with the project and to make any necessary calculations for a complete project.
- C. Failure to attend the pre-bid conference shall not relieve the successful bidder from complying with the requirements of this specification at no added cost to the State.
- D. Any site visit requiring access to the interior of the building (other than the pre-bid conference) must be arranged in advance with the facility maintenance supervisor listed in section 8.B. of this specification.

8. Bids:

Submit bids as follows:

- A. Base Bid shall be the lump sum total for completion of the project herein described.
- B. Per unit prices are as follows:
 - 1. Provide unit price per feet for Sill Repair up to 20 linear feet.
 - 2. Provide unit price per feet for Wall Framing Repair up to 100 linear feet.
 - 3. Provide unit price per feet for Roof Structure Repair up to 100 linear feet.
- C. The contract shall be awarded to the responsible and responsive bidder submitting the lowest total bid.

9. Work Hours and Point of Contact:

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A. The work hours of the facility are Monday through Friday; 7:00 AM to 3:00 PM.

B. Points of Contact for the Historic St. Mary's City;

Joe Kangas
Director of Facilities and Grounds
Historic St. Mary's City Commission
JoeK@digshistory.org
Office 240-895-4964
Cell 301-247-9154

C. Point of Contact for DGS (Project Manager) is as follows:

Ms. Fari.Farokhi 410-767-4495.
[Email: fari.farokhi@maryland.gov](mailto:fari.farokhi@maryland.gov)

10. Warranty:

- A. The contractor shall submit a written two (2) years warranty covering all work performed, including both material and labor.
- B. Final inspection shall be done by the contractor, using agency representatives and DGS representatives.
- C. Contractor to forward all manufacturer's warranties to the using agency.
- D. Contractor to provide using agency with all O&M's for the new equipment.
- E. Contractor shall demonstrate usage and maintenance procedures to the using agency representatives.

End of Project Manual